

Title:	Effective Date:	Grade:	Job Category:
District Office Manager	May 11, 2012	XIII	Paraprofessional
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District Office Manager	May 20, 2011	XIII	1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the direction of record keeping and data processing at all maintenance levels throughout the District to ensure efficient, current and accurate control of inventories and expenditures.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Review Area Maintenance Supervisor's and Job Superintendent's daily reports to ensure that charges are made to the proper job and accomplishments are properly documented relative to work performed and equipment used.
- Train new employees for the office and storeroom to ensure that all are familiar with Department policies.
- Oversee District storeroom operations.
- Initiate monthly audits of inventory.
- Represent the District and assist Internal Auditors when District is audited.
- Perform audits as required at District headquarters and Area Maintenance Supervisor's yards to assure proper asset control.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Knowledge in accounting principles and ability to interpret and apply Departmental policies and procedures. Leadership qualities and communication skills. Thorough familiarity with the operation of personal computers and the use of Microsoft Word, Excel, Access, and Outlook, and PAHR, PAYR, and D-Book. Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

